



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Energy Analyst

TENURE: Permanent

TIME BASE: Full Time

SALARY: A \$3,359.00 - \$4,113.00
B \$3,637.00 - \$4,493.00
C \$4,362.00 - \$5,403.00

LOCATION: Efficiency Division, Existing Buildings Office

FINAL FILING DATE: May 6, 2019

The Existing Buildings Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>.

DUTIES/RESPONSIBILITIES:

The Energy Analyst works under the supervision of the Energy Resources Specialist III (Supervisory) in the Benchmarking and Equity Unit of the Existing Buildings Office of the Efficiency Division. The incumbent assists the work of program managers and program leads by performing entry-level work of average difficulty supporting the State Building Energy Benchmarking Program and increasing energy efficiency of the existing building stock, particularly in low-income multifamily buildings. The incumbent will help to overcome difficult barriers to implementing energy efficiency pertaining to low-income housing and disadvantaged communities. Duties include, but are not limited to:

- Assists project manager and program leads in the implementation of the Statewide Building Energy Benchmarking Program for commercial and multifamily buildings, including conducting research and writing issue papers, and implementing tasks related to the program. Assists in the development of education and outreach materials, and conducts outreach through webinars and in-person meetings to building owners, property managers, local governments, and others to increase program compliance. Supports local governments who are developing local benchmarking programs so the local programs align with the statewide program. Assists in data collection and data analyses to improve the program.
- Assists project manager and program leads in the implementation of the building energy efficiency and multifamily energy equity recommendations in the Low-Income Barriers Study and the Clean Energy in Low-Income Multifamily Buildings (CLIMB) Action Plan, including conducting research and writing issue papers, and collecting and analyzing program participation data from stakeholders to create a glide path for multifamily building owners to upgrade buildings during re-syndication. Assists in research and making policy recommendations related to improvements to the existing California Utility Allowance Calculator (CUAC). Assists in the research and development of a low-income multifamily one-stop-shop to bring together multiple programs resources and financing opportunities to assist in upgrading low-income multifamily buildings. Works with a diverse group of internal and external stakeholders including other Energy Commission divisions; local, state, and federal agencies; utilities; and environmental justice, non-profit, and community-based organizations.
- Represents the Commission by providing presentations, briefings, and conducting meetings.



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Works with utilities; federal, state, and local governmental agencies; industry organizations; and the public impacted by the implementation of efficiency programs and policies for existing buildings.

- Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.
- Strong written and verbal communication skills.

COVER LETTER (REQUIRED)

Your response must be no more than two typewritten pages in length, and include your first and last name at the top of each page. Resumes do not take the place of the cover letter. Applications without a cover letter describing your experience as instructed below may not be considered for this position.

“Describe your experience (e.g. energy efficiency, policy development, low-income housing, critical thinking, problem solving, project management, working in project teams, data analysis, public speaking, etc.) and how your experience and knowledge prepared you to fulfill the duties of this position.”

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #420-278 and Position #535-420-5837-074 in the “Explanation Section” of the STD 678.** Resumes are welcomed but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

Please Note: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #420-278
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922
personnel@energy.ca.gov

